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### **Contributions Reporting Application and Manual**

The “Contributions Reporting Application” (CRA) is an automated system provided free of charge from the RSA to member agencies. This PC based software application is used to maintain TRS and RSA-1 contributions, balance data entry of monthly contribution changes, compute monthly remittance and generate monthly reports to RSA. CRA produces a “full report” which includes contributions for all employees for the month reported and generates an electronic copy of the report.

Versions of CRA are available for the Windows 95 and above operating systems.

### **Member Handbooks (ERS, TRS, State Police, and JRF)**

A Member Handbook is mailed to each new member upon receipt of an enrollment form from the employing agency. A Handbook can be requested at any time. Each Handbook presents an overview of mandatory participation, creditable service, vesting, disability and service retirement, DROP, pre-retirement death benefits, and postretirement employment.

### **RSA-1 Deferred Compensation Plan Member Handbook**

RSA-1 is a voluntary deferred compensation plan governed by Section 457 of the Internal Revenue Service Code. Each employing agency must deduct and report RSA-1 contributions to the RSA for those employees who wish to participate in the plan. The RSA will provide an SPD at the request of the member or the agency.

### **RSA-1 Deferred Compensation Plan Brochure Secure A Better Tomorrow With RSA-1**

One way for public employees in Alabama to increase their personal savings and add to their financial security is by investing in a 457 Deferred Compensation Plan like RSA-1. RSA-1 offers an easy and flexible way to save for retirement while providing tax relief today. This brochure can answer questions members may have about this plan.

## **Deferred Retirement Option Plan (DROP) Distributions Brochure**

The Deferred Retirement Option Plan (DROP) is a voluntary plan that allows members of the Teachers' Retirement System (TRS) to contract with the TRS to defer receipt of their retirement allowance and continue employment for a specific period of time. At the end of DROP participation, the member may withdraw from active service and receive a retirement benefit based on his or her years of service credit at the time of enrollment in DROP plus a lump-sum payment of the amount in their DROP account. This brochure is a very useful tool when members have questions about DROP distributions.

## **RSA Annual Report**

In February of each year, the RSA publishes the Annual Report. The report provides information about assets, investments, membership, the RSA Boards of Control, RSA departments, and financial statements.

## **Comprehensive Annual Financial Report (CAFR)**

The CAFR, which is published annually, provides more detailed financial and actuarial information about the RSA.

## **RSA Newsletter**

The monthly *Advisor* is mailed to each RSA active member, RSA retired member and any other persons or organizations interested in the RSA. The *Advisor* informs recipients of important topics regarding the TRS, ERS, RSA-1, PEIRAF, PEEHIP, legislation, investments and counseling schedules. Comparisons of insurance and retirement benefits provided by other states and current information regarding Social Security, taxes and Alabama's economic and political climate are also featured. The *PEEHIP Advisor* is mailed along with the *Advisor* six to eight times a month to keep you informed about your health care plan.

## **RSA Web Site ([www.rsa-al.gov](http://www.rsa-al.gov))**

The RSA Web site publishes RSA's Member Handbooks, the *Advisor*, Annual Reports and information about the ERS, TRS, PEIRAF, RSA-1 and PEEHIP benefits. News from RSA features updates on policies, procedures, new legislation, federal laws and other late breaking events. Members can make changes to their contract information and view their TRS and RSA-1 accounts

online. The Web site also offers links to AlaWeb, Alabama Retired State Employees' Association, Alabama State Employees' Insurance Board, Alabama Governor's Office, Alabama State Legislature, ALALINC, Internal Revenue Service, the Robert Trent Jones Golf Trail, Social Security Online, PEEHIP at Blue Cross Blue Shield of Alabama and Alabama state agencies.

Legislative Updates keep members informed about legislative news, current legislation and archive legislation.

The Retirement Benefits Estimate Calculator allows members to estimate retirement benefits under the Maximum allowance and three options, and DROP estimates.

Members can now view their TRS and RSA-1 accounts online through Member Online Services. You can also update your address as well.

## **Annual Statement of Account**

The TRS provides each member a Statement of Account for the year ending June 30. The statements are sent to the last employer for which contributions were posted for June for distribution to RSA members.

The Statement of Account verifies current year contributions and accumulated interest. The total service credit, interest, service purchases, previously taxed contributions, non-taxed contributions, and balance are also provided. The member's designated beneficiary, mailing address, and change of address as of June 30 are listed. Members can also view their account balances online.

## **RSA-1 Statement**

For those electing to participate in the RSA-1 Deferred Compensation Plan, a statement is sent to the member's mailing address quarterly. The statement verifies the balance and earnings as of March 31, June 30, September 30, and December 31. The member's designated beneficiary is also listed. Members can also view their account balances online.

## **Retirement Legislation**

After the close of each legislative session and a legal interpretation of the law, the TRS will notify each participating agency of legislation that was enacted during the session. The notification will provide the numbers of each act as well as a summarization of the law.

## **Postretirement Employment Notification**

Each year, the TRS provides the participating agency information regarding postretirement earnings limitations and the requirement for certifying postretirement employment information.

The law mandates that the employer notify the TRS when a retired, RSA member is employed full-time. If the retired, RSA member is not employed full-time, the agency must notify the TRS when the retiree's earnings exceed the earnings limit.

## **Terminated Account Information Request**

The TRS may request mailing address information from participating agencies about former employees whose retirement account has been terminated due to an absence of participation. The TRS reviews terminated accounts throughout the year and will try to locate the former member to be able to return contributions. Vested accounts (with 10 years of service) will not be terminated.